

**LOXAHATCHEE GROVES WATER CONTROL DISTRICT /
TOWN OF LOXAHATCHEE GROVES
INTERGOVERNMENTAL COORDINATION COMMITTEE MEETING
FRIDAY, AUGUST 28, 2009 / 2:00 P.M.**

Call to Order at 2:00 P.M.

Present: Dr. Irving Rosenbaum – Town Manager
Ryan Liang – Town Council Member
Clete J. Saunier, P.E. – District Administrator (Meeting Facilitator)
Darlene Crawford – LGWCD Secretary-Treasurer

Also Present: Frank Spence - Incoming Town Manager (October 1, 2009)
Lynnette R. Ballard – LGWCD Administrative Secretary

Pledge of Allegiance / Invocation led by Mr. Saunier.

SUBJECT: AGENDA APPROVAL. Mr. Saunier requested amendments to the Agenda as follows: (1) Delete Agenda Item #7, Coordination between the Town and District regarding the Town's Comprehensive Plan, and replace with discussion of the Palm Beach County Water Utilities Department Western Section Reclaimed Water Pipeline; (2) Add to Agenda Item #9, Federal Funding Sources, a discussion of the Hazard Mitigation Assistance Grant Program; and (3) Per Ms. Crawford's request, add Agenda Item #13, the Town's Emergency Operations Plan and Debris Removal Plan.

Ms. Crawford requested the Agenda be revised to reflect her name as the LGWCD Board Member representative, and requested that Don Widing's name be deleted.

There were no other additions, deletions, or substitutions to the Agenda.

MOTION: Darlene Crawford made a motion to approve the Agenda, to include the aforementioned changes. Dr. Irv Rosenbaum seconded the motion.

ACTION: **MOTION PASSED 4 TO 0.**

SUBJECT: APPROVAL OF MINUTES FROM JULY 31, 2009 INTERGOVERNMENTAL COORDINATION COMMITTEE (IGC) MEETING. Mr. Saunier asked for approval of the minutes from the July 31, 2009 Intergovernmental Coordination Committee meeting.

MOTION: Ryan Liang made a motion to approve the minutes from the July 31, 2009 Intergovernmental Coordination Committee meeting. Dr. Irv Rosenbaum seconded the motion.

ACTION: **MOTION PASSED 4 TO 0.**

SUBJECT: WATER CONSERVATION AND FIRE SUPPRESSION: DISCUSSION / REPORT FROM MEETING WITH PALM BEACH COUNTY FIRE-RESCUE.

Mr. Saunier stated the IGC Committee talked extensively about this item at its last meeting (July 31, 2009). He stated a looped system is still being considered by the Palm Beach County Water Utilities Department. He stated the approximate cost of a looped system would be \$2 million, and there might be some grant opportunities available.

Dr. Rosenbaum stated the IGC Committee needs to follow this item closely. He stated the Town and District would probably need County sponsorship of this project, and suggested the County be contacted to discuss funding of this project.

Mr. Saunier asked Dr. Rosenbaum and Mr. Liang to ask Town Council Member Bill Louda (at the Town Council's next meeting) to share what the County sent him regarding the grant programs available for this project. Dr. Rosenbaum and Mr. Liang agreed.

Mr. Saunier also requested that Dr. Rosenbaum and Mr. Liang obtain confirmation from the Town Council that they would like to investigate to determine how much money the County is willing to invest on this project. Dr. Rosenbaum and Mr. Liang agreed.

Mr. Saunier stated there needs to be some indication from the Town showing its full support of this project. The Town should also request assistance from the County.

Ms. Crawford asked whether it is necessary to obtain the full approval from the Town Council and the Board of Supervisors to pursue this project. Dr. Rosenbaum replied there needs to be some momentum behind the idea first. Once that is established, the fact that there is a united community behind the idea would be very helpful.

MOTION: No motion was necessary.

ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: PALM BEACH COUNTY WATER UTILITIES DEPARTMENT WESTERN SECTION RECLAIMED 36-INCH WATER PIPELINE. Mr. Saunier stated he met with representatives from Palm Beach County Water Utilities Department to discuss the western section reclaimed 36-inch water pipeline. In attendance at the meeting were representatives from Florida Power and

Light, South Florida Water Management District, Palm Beach County Environmental Resources Management, and Garney Construction.

Mr. Saunier stated this project has been divided into two sub-projects: East Corridor and West Corridor. He stated the contractor-owner relationship will be between Palm Beach County Water Utilities Department and Garney Construction. He added that Florida Power & Light seems to be leading the project with regard to construction administration.

Mr. Saunier noted that the Water Utilities Department contacted each of the regulatory agencies, including the District, and will submit all the required information he requested during the project. The Water Utilities Department was issued a limited Notice to Proceed on August 18, 2009, and the substantial completion date is September 1, 2010. Mr. Saunier stated the FP&L power plant cannot begin start-up until the pipeline is connected to the power plant.

Mr. Saunier stated he will provide updated reports on this issue at future IGC Committee meetings as well as at the District's regular Board meetings, and will keep Town representatives updated through e-mail correspondence.

MOTION: No motion was necessary.
ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: 40TH STREET NORTH / NORTH ROAD CANAL: DISCUSSION AND UPDATE OF WORKSHOP. Mr. Saunier stated the District held an evening workshop meeting on Monday, July 20, 2009 for the affected landowners of 40th Street North / North Road Canal to discuss easement issues. He noted the workshop meeting was well-attended, and the District was able to explain the issues related to 40th Street North/North Road Canal.

Mr. Saunier stated the District is currently waiting for affected landowners and their various title companies to respond on how they will proceed with this issue. He stated the Board of Supervisors will need to have this issue as an ongoing agenda item until it has been resolved. Ms. Crawford agreed.

Ms. Crawford suggested Mr. Saunier create a chart or other visual aid which would reflect whether the District has received a response from the affected landowners and/or their title companies.

Mr. Saunier stated there are some outstanding issues to be resolved, and the Board will have to establish some type of policy direction.

Ms. Crawford stated even if the title companies pay to resolve this issue, there will still be ongoing maintenance responsibilities.

Mr. Saunier stated the roadway improvements would either be permitted to the Town or to the landowners benefitting from the improvements. The affected landowners would be responsible for the improvement maintenance.

Mr. Liang asked whether more title companies have contacted the District since the last IGC Committee meeting on Friday, July 31, 2009. Mr. Saunier replied in the affirmative. Mr. Liang asked Mr. Saunier about the percentage of affected landowners that have responded to the District on this issue. Mr. Saunier replied he is uncertain.

Mr. Saunier stated this issue is a District issue, unless the Town would be willing to take over the responsibility of 40th Street North. If so, then either (1) the Town would pay for the relocation of the road out of the canal right-of-way, (2) the affected landowners would pay for it, or (3) a combination of both. Eventually, the Board will have to block vehicular traffic along the canal maintenance access road in order to construct the planned equestrian trail.

MOTION: No motion was necessary.

ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: FEDERAL FUNDING SOURCES - HAZARD MITIGATION ASSISTANCE GRANT PROGRAMS: DISCUSSION / UPDATE. By way of written report, Town Clerk Matthew Lippman indicated that Palm Beach County is gathering traffic data relating to "F" Road, "B" Road, and Okeechobee Boulevard before committing to any signalization or roundabouts. Calvin-Giordano and Associates is in contact with the County and will provide an update when more information becomes available.

Mr. Lippman's memo also indicated that Mr. Saunier is working with the Town to submit a grant application for the 2010 Pre-Disaster Mitigation Program. This is coordinated by the State of Florida's Division of Emergency Management. The deadline for submission is November 6, 2009. The proposed project is replacement of the two (2) bridge culverts at "D" Road and Collecting Canal Road.

MOTION: No motion was necessary.

ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: COORDINATION OF EQUESTRIAN TRAILS: DISCUSSION. Mr. Saunier asked Mr. Liang whether there have been any updates regarding the Town's MREG Plan. Mr. Liang stated there are no updates at this time.

MOTION: No motion was necessary.

ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: TOWN MANAGEMENT / ADMINISTRATIVE STAFF TRANSITION. Dr. Rosenbaum reported that the Town Management/Administrative Staff transition between New Community Strategies and Frank Spence is going very well. He stated Mr. Spence is up-to-date on all issues and is ready to become the new Town Manager on October 6, 2009.

MOTION: No motion was necessary.

ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: PORTABLE EMERGENCY OPERATIONS SHELTER: DISCUSSION. Mr. Saunier presented color copies of a portable emergency operations shelter (size = 18' x 32') which would be sufficient for joint use by the Town and District in an emergency situation.

Mr. Saunier stated the District's office building probably would not withstand a hurricane larger than a Category Three.

Mr. Saunier asked if the Town would be willing to fund this purchase (approximately \$20,000.00).

Ms. Crawford asked whether there is grant money available for building a more fortified town hall / multi-purpose facility. Mr. Saunier replied there is "hardening" funding, but doing so for the existing facility would probably be more expensive than building a new facility.

Mr. Liang asked whether Mr. Saunier could look for a shelter the same size, but not military grade. Mr. Saunier replied that he did look for another type of shelter, but there was nothing comparable except for the types of tents/shelters used at trade shows.

MOTION: Darlene Crawford made a motion to pursue the purchase of a portable emergency operations shelter with the provision that the District pursue grant funding toward this purchase.

Mr. Saunier requested an amendment to Ms. Crawford's motion to present this issue to the Town Council and ask for their approval. Mr. Saunier explained that the District's budget is too tight to afford this type of shelter. Ms. Crawford agreed to amend the motion, per Mr. Saunier's request. **There was no second to the motion.**

Mr. Liang suggested the Town and District establish a container to store basic supplies including electronic devices, i.e., computers, etc. for emergency purposes.

Ms. Crawford asked whether the District has a container established for emergency supplies. Mr. Saunier replied in the affirmative. Ms. Crawford

asked whether the District conducts a periodic inspection of its emergency supplies. Mr. Saunier replied that the District inspects its emergency supplies on a yearly basis, and runs periodic tests on all equipment.

Ms. Crawford asked whether the Town also has an emergency supply. Mr. Liang replied in the negative.

Mr. Liang suggested the District keep an emergency supply of paper and other basic office supplies on hand. Mr. Saunier agreed.

Ms. Crawford asked whether a joint disaster drill has been considered between the Town, Water Control District, and CERT. Mr. Liang replied it has been discussed by the Town Council. Ms. Crawford stated it would be a good idea to have all three entities conduct a disaster drill together.

Mr. Saunier stated a disaster drill between the three entities should become a top priority after the Town's Emergency Operations Plan is established.

Mr. Spence suggested the Town and District make arrangements with Palm Beach County Fire-Rescue to use their bulk fuel supplies to serve the District during emergency situations. Mr. Saunier agreed, and stated it would be a good idea to have some type of letter agreement to this effect with Palm Beach County Fire-Rescue.

Mr. Saunier asked for confirmation from Dr. Rosenbaum and Mr. Liang that they will present the topic of a portable emergency operations shelter to the Town Council at its next meeting on Tuesday, September 1, 2009. Dr. Rosenbaum and Mr. Liang replied in the affirmative.

ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: TOWN'S EMERGENCY OPERATIONS PLAN / DEBRIS REMOVAL PLAN.
Mr. Saunier commented about the Town's Debris Management Plan. He read portions of Matthew Lippman's memo dated August 28, 2009 which stated the Town's Disaster Debris Management Plan manual was sent to FEMA two weeks ago and he has not yet received a response. Mr. Lippman indicated he has been in contact with Helene Wetherington to assist in expediting the review of the manual. This issue is on the meeting agenda for discussion at the Town Council meeting on September 1, 2009, as well as the proposal for the table-top exercise with all necessary parties involved with the Emergency Management of the Town.

MOTION: No motion was necessary.

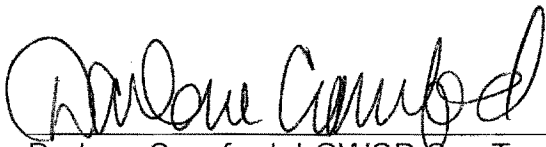
ACTION: **NO ACTION WAS TAKEN.**

SUBJECT: NEXT IGC COMMITTEE MEETING DATE AND TIME. The Committee scheduled the next IGC Committee meeting for 2:00 p.m. on Friday, October 2, 2009 at the District office. Mr. Saunier noted that David DeMarois is the next Board representative to serve on the IGC Committee during the months of September-October, 2009.

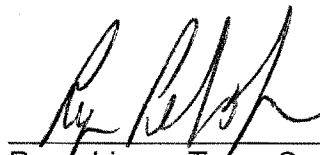
MOTION: No motion was necessary.

ACTION: **NO ACTION WAS TAKEN.**


The meeting was adjourned by the Committee at 3:25 p.m.



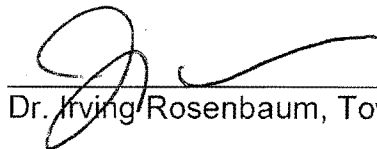
Darlene Crawford, LGWCD Sec-Treas.



Ryan Liang, Town Council Member



Cleve J. Saunier, LGWCD District Admin.



Dr. Irving Rosenbaum, Town Manager